

# HPRP-Specific Data Entry Requirements For HMIS

These instructions detail the specific data-entry needs required by HUD for the Homelessness Prevention and Rapid Rehousing Program (HPRP). For general HMIS questions, please call or write the HMIS Technical Assistance Team at the Department of Commerce, or refer to the [User Guides](#) on the Commerce HMIS webpage.

1. Enter all family members in Central Intake before enrolling client(s) in HPRP
2. Enroll all family members in the program at the same time
3. Answer all questions for all family members enrolled in the program
4. Assign services only to Head of Household; this is important for proper reporting
5. The first Program Entry question is 'Housing Status'. Your answer to this question determines whether you are giving Prevention Assistance or Rapid Rehousing. An answer of 'Literally Homeless' indicates that you are providing Rapid Rehousing; either of the 'At Risk of Losing Housing' options indicates you are providing Prevention Assistance. 'Stably Housed', 'Don't Know', and 'Refused' are not allowable options under HPRP for this entry question.
6. Refer to the HPRP [Program Guidelines](#) pages 6-8 for information concerning risk factors. Clients receiving both Prevention Assistance as well as Rapid Rehousing must first meet the following circumstances to be eligible for the program:

"To be eligible individuals and households must meet both of the following circumstances: (1) no appropriate subsequent housing options have been identified; AND (2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing."

You do not need to document these circumstances in HMIS. However, you do need to document the 2 additional risk factors needed for Prevention Assistance and the 1 additional risk factor needed for Rapid Rehousing Assistance. The screenshot at right shows the proper way to document these risk factors in HMIS. The 'Comments' field is on the Program Entry page, and risk factors should be entered after enrolling a family into the program. Each risk factor should be dated and numbered according to the numbering in the Program Guidelines.

The screenshot displays the HMIS Program Entry page for MTAHPRP. At the top, there are input fields for First Name, Last Name, and Identifier, along with Search and Clear buttons. Below these is a Customer dropdown menu. The main section is titled 'Enter Program' and includes a 'Homeless' button. The 'Program Status' is set to 'Enrolled'. The 'Comments' field is highlighted with a red box and contains two entries: '12/17/2009 1. Sudden and significant increase in utility costs' and '12/17/2009 2. Young head of household'. Other fields include 'Consent', 'Case Manager' (MTAjeffs), 'Program Entry Date' (04/06/2009), 'Monthly Household Income' (1840.00), 'Monthly Individual Income' (1840.00), 'Poverty Level (%)' (120.59), 'AMI' (VLow), 'AMI Range' (30-50%), and 'Prior Living' (Substance). The 'Entry Questions' section shows 'Housing Status' as the first question.

(over)

7. Every 3 months, update (as necessary) the income for a participating individual or family in Central Intake. Then navigate to the 'Program Entry' page, click on 'Edit Income' and then click on 'Snapshot' to take a new snapshot of the data in Central Intake. This creates an historic record of changes in the client's demographic information

The screenshot shows the MTAHPRP software interface. At the top, there are search fields for First Name, Last Name, Identifier, and a Customer dropdown menu. Below these are 'Search' and 'Clear' buttons. The main section is titled 'Enter Program' and includes a 'Homeless' button. The 'MTAHPRP' section contains a 'Program Status' dropdown set to 'Enrolled', a 'Comments' text area with two entries dated 12/17/2009, and a 'Consent' checkbox. Below the comments is an 'Edit Income' button, which is highlighted by an arrow from the instruction text. To the right of the 'Edit Income' button is a table with columns for 'Monthly Household Income', 'Monthly Individual Income', 'Poverty Level(%)', and 'AMI'. The table shows values: 1840.00, 1840.00, 120.59, and VLow. To the right of the table is an 'AMI Range' dropdown set to '30-50%'. Below the table is an 'Entry Questions' section with a 'Question' dropdown set to 'Housing Status' and an 'Entry Questions List' button.

8. Upload to the 'Documents' page in the HMIS the following documents for all Rapid Rehousing clients:
  - a. leases
  - b. habitability inspections (see page 27 of Program Guidelines)
  - c. lead-based paint inspections (see page 23 of Program Guidelines)
9. Prompt data entry is always the ideal, but it becomes critical at the end of each quarter. We submit to HUD a progress report at the end of each quarter, and in order for all families and individuals who were served to be reflected on this report, data entry should be caught up by the last week of each quarter